

**HIGHLANDS RECREATION DISTRICT BOARD MEETING**  
**Tuesday, October 11, 2016**

Attendants:

BOARD-

Pam Merkadeau (PM)  
Sterling Sakai (SS)  
Eric Olbekson (EO)  
Hal Carroll (HC)  
Michelle McNeil (MM) - arrived at 7:06pm

STAFF- Brigitte Shearer

**CALL TO ORDER**

The meeting was called to order at 7:01PM by Board Member PM

**REVIEW AND APPROVAL OF THE MINUTES**

Board Member EO made a motion HC second to minutes of the September 13 Board meeting. The votes were as follows: EO: yes SS: yes MM: absent PM:yes HC:yes

**INTRODUCTION OF GUESTS**

Craig Hill, NHA Advisors

**COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE**

None

**FOR THE GOOD OF THE ORDER:** Craig Hill, NHA Advisors, presented COP refunding options analysis. Discussion followed. The Board will discuss these options further at the Strategy Session on November 13.

**MANAGER'S REPORT**

A. Programming –

- a. Pool – See staff report.
- b. EEC – Program is doing well. One teacher is on maternity leave
- c. ASP – See staff report.
- d. Seasonal Programs/ Events – see staff report.

B. Facilities & Grounds –

- a. A new cleaning company will begin on November 2
- b. THE variable drives have been installed at the pool. We hope to see utility savings shortly
- c. The vacant space at CSUMC is still under consideration.
- d. Pool closures during the last month were not due to mechanical issues.
- e. The Underwater Pumpkin Patch and Halloween Event are coming up.

- f. Open space clearing is continuing. BSS will discuss with FireSafe/Cal Fire re: options for using remaining grant funds most effectively.
- c. Administration –
  - a. Open enrollment for benefits is going smoothly; HRD is using a new insurance broker and a new dental and disability carrier.
  - b. Sexual harassment training is scheduled for December 6. This is mandatory for all supervisors and managers.
  - c. The Transparency Certificate renewal application has been submitted to CSDA
  - d. Staff is submitting an application for a CPRS Community Engagement Award
  - e. The CAPRI inspection will occur on November 2
  - f. The Activity Guide for the Winter Season will be mailed in November

### **COMMITTEE REPORTS**

The Ad hoc GM Review committee: Board Member EO will distribute a blank GM review document to all Board Members. These will be completed and returned to MM by November 15. The closed session to discuss the review will be held at 6:30pm on December 13. The Regular meeting will begin at 7:15pm

### **FINANCIAL REPORT**

The YTD financials were discussed. The Rec is at 25% of the budget.

### **UNFINISHED BUSINESS**

- A. Discussion/ Motion to approve refunding strategy as recommended by NHA Financial Advisors: No action was taken.
- B. Discussion regarding Q4 strategy session: The agenda was revised slightly to allow more time for discussion of COP refunding options.
- C. Discussion regarding Romig Engineering geological testing: Drilling will occur on October 18. The soils report will likely not be available in time for the strategy discussion.
- D. Discussion regarding General Manager review – See Committee report above
- E. Discussion re: 501c3 formation: the Board discussed the formation and raised questions for further staff investigation.

### **NEW BUSINESS**

- A. UPCOMING MEETINGS: NOVEMBER 13, NOVEMBER 15, DECEMBER 13 (CLOSED SESSION 6:30PM, REGULAR MEETING 7:15PM)

### **PAYMENT OF THE BILLS**

Bills were passed for the Board's review and signatures. Board Member MM made a motion to pay the bills (EO second) and the motion passed. EO: yes SS: yes MM: yes PM: yes HC yes

### **ADJOURNMENT**

Board Member MM made a motion to adjourn the meeting ( EO second) The motion passed unanimously. The meeting adjourned at 8:25pm

Respectfully submitted,  
Brigitte Shearer  
Board Secretary